

**KENNER CONVENTION AND VISITORS  
BUREAU, INC.**

**REVIEWED  
FINANCIAL STATEMENTS**

**Year Ended December 31, 2007**

Under provisions of state law, this report is a public document. A copy of the report has been submitted to the entity and other appropriate public officials. The report is available for public inspection at the Baton Rouge office of the Legislative Auditor and, where appropriate, at the office of the parish clerk of court.

Release Date 7/30/08

## TABLE OF CONTENTS

	<u>Page</u>
Accountant's Review Report .....	1
Statement of Financial Position .....	2
Statement of Activities .....	3
Statement of Cash Flows .....	4
Independent Accountant's Report on Applying Agreed-Upon Procedures .....	5
Louisiana Attestation Questionnaire .....	8

# REBOWE & COMPANY

CERTIFIED PUBLIC ACCOUNTANTS  
CONSULTANTS

A PROFESSIONAL CORPORATION

3501 N. Causeway Blvd. • Suite 810 • P.O. Box 6952 • Metairie, LA 70009  
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## ACCOUNTANT'S REVIEW REPORT

Board of Directors

**Kenner Convention and Visitors Bureau, Inc.**  
Kenner, Louisiana

We have reviewed the accompanying Statement of Financial Position of Kenner Convention and Visitors Bureau, Inc. (a nonprofit "Organization") as of December 31, 2007, and the related Statements of Activities and Cash Flows for the year then ended in accordance with Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants. All information included in these financial statements is the representation of the management of the Kenner Convention and Visitors Bureau, Inc.

A review consists principally of inquiries of Organization personnel and analytical procedures applied to financial data. It is substantially less in scope than an audit in accordance with generally accepted auditing standards, the objective of which is the expression of an opinion regarding the financial statements taken as a whole. Accordingly, we do not express such an opinion.

Management has elected to omit substantially all of the disclosures required by generally accepted accounting principles. If the omitted disclosures were included in the financial statements, they might influence the user's conclusions about the Organization's financial position, changes in net assets and cash flows. Accordingly, these financial statements are not designed for those who are not informed about such matters.

Based on our review, we are not aware of any material modifications that should be made to the accompanying financial statements in order for them to be in conformity with generally accepted accounting principles.

*Rebowe & Company*

June 19, 2008

**KENNER CONVENTION AND VISITORS BUREAU, INC.**  
**STATEMENT OF FINANCIAL POSITION**  
**December 31, 2007**

**ASSETS**

<b>Current Assets:</b>	
Cash and cash equivalents	\$ 9,334
Other receivables	<u>2,791</u>
<b>Total Current Assets</b>	<u>12,125</u>
<b>Property and Equipment:</b>	
Equipment	14,286
Less: accumulated depreciation	<u>(13,870)</u>
<b>Total Property and Equipment</b>	<u>416</u>
<b>Other Assets</b>	
Deposits	<u>600</u>
<b>Total Assets</b>	<u><u>\$ 13,141</u></u>

**LIABILITIES AND NET ASSETS**

<b>Current Liabilities:</b>	
Accounts payable	<u>\$ 564</u>
<b>Total Current Liabilities</b>	<u>564</u>
<b>Net Assets:</b>	
Unrestricted	<u>12,577</u>
<b>Total Unrestricted Net Assets</b>	<u>12,577</u>
<b>Total Liabilities and Net Assets</b>	<u><u>\$ 13,141</u></u>

See Accountant's Review Report.

**KENNER CONVENTION AND VISITORS BUREAU, INC.**  
**STATEMENT OF ACTIVITIES**  
**For the Year Ended December 31, 2007**

<b>UNRESTRICTED SUPPORT</b>	
Occupancy tax revenue	\$ 190,408
Sponsored event	98,744
Grant revenue - City of Kenner	50,000
Other memberships	11,075
Hotel memberships	4,500
Interest income	25
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<b>TOTAL UNRESTRICTED SUPPORT</b>	<b>354,752</b>
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<b>UNRESTRICTED EXPENSES</b>	
Sponsored event expenses	193,535
Salaries	83,634
Advertising and promotion	38,559
Conferences	30,409
Health insurance	25,278
Travel and meals	12,535
Office expense	9,602
Legal and accounting	7,676
Payroll taxes	6,587
Telephone	5,004
Miscellaneous	3,807
Dues and subscriptions	3,433
Repairs and maintenance	1,748
Depreciation	239
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<b>TOTAL UNRESTRICTED EXPENSES</b>	<b>422,046</b>
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<b>DECREASE IN NET ASSETS</b>	<b>(67,294)</b>
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NET ASSETS, Beginning of year	79,871
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NET ASSETS, End of Year	<b>\$ 12,577</b>
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See Accountant's Review Report.

**KENNER CONVENTION AND VISITORS BUREAU, INC.**  
**STATEMENT OF CASH FLOWS**  
**For the Year Ended December 31, 2007**

Cash Flows From Operating Activities:	
Decrease in net assets	\$ (67,294)
Adjustments to reconcile decrease in net assets to cash used in operating activities:	
Decrease in occupancy tax receivable	15,415
Decrease in other receivables	1,195
Decrease in accounts payable	(2,415)
Depreciation expense	<u>239</u>
Net Cash Used in Operating Activities	<u>(52,860)</u>
NET DECREASE IN CASH AND CASH EQUIVALENTS	(52,860)
CASH AND CASH EQUIVALENTS - Beginning of Year	<u>62,194</u>
CASH AND CASH EQUIVALENTS - End of Year	<u><u>\$ 9,334</u></u>

See Accountant's Review Report.

**INDEPENDENT ACCOUNTANT'S REPORT ON APPLYING  
AGREED-UPON PROCEDURES**

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## **INDEPENDENT ACCOUNTANT'S REPORT ON APPLYING AGREED-UPON PROCEDURES**

Board of Directors  
**Kenner Convention and Visitors Bureau, Inc.**  
Kenner, Louisiana

We have performed the procedures included in the *Louisiana Governmental Audit Guide* and enumerated below, which were agreed to by the management of Kenner Convention and Visitors Bureau, Inc., the Legislative Auditor (State of Louisiana), and the applicable state grantor agency/agencies solely to assist the users in evaluating management's assertions about Kenner Convention and Visitors Bureau, Inc.'s compliance with certain laws and regulations during the year ended December 31, 2007 included in the accompanying *Louisiana Attestation Questionnaire*. This agreed-upon procedures engagement was performed in accordance with standards established by the American Institute of Certified Public Accountants and applicable standards of *Government Auditing Standards*. The sufficiency of these procedures is solely the responsibility of the specified users of the report. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

### ***Federal, State, and Local Awards***

1. Determine the amount of Federal, state and local award expenditures for the fiscal year, by grant and grant year.

The Kenner Convention and Visitors Bureau, Inc. receives an annual grant from the City of Kenner of \$50,000.

2. For the local award, we randomly selected six (6) disbursements from the award during the period under examination.
3. For the items selected in procedure 2, we traced the six (6) disbursements to supporting documentation as to proper amount and payee.

We examined supporting documentation for each of the six (6) selected disbursements and found that payment was made for the proper amount and to the correct payee. No exceptions were noted.

4. For the items selected in procedure 2, we determined if the six (6) disbursements were properly coded to the correct fund and general ledger account.

All of the items examined appeared to be coded correctly. No exceptions were noted.

5. For items selected in procedure 2, we determined whether the six (6) disbursements received approval from proper authorities.

Inspection of documentation supporting each of the selected disbursements indicated approval from the Chief Executive Officer. No exceptions were noted.

6. For the items selected in procedure 2, we determined whether the disbursements complied with the grant agreement, relating to:

Activities allowed or unallowed:

We reviewed the selected disbursements for types of services allowed or not allowed. All of the items examined appeared to be allowable.

**Eligibility**

We reviewed the selected disbursements for eligibility requirements. For all of the expenditures selected, the eligibility requirements appeared to be met.

**Reporting**

We reviewed the selected disbursements for reporting requirements. The annual reporting requirements of the City of Kenner consist of the reviewed financial statements. The review was completed as of the date of this report.

**Meetings**

7. We examined evidence indicating that agendas for meetings recorded in the minute book were posted as an open meeting as required by LSA-RS 42:1 through 42:12 (the open meetings law).

We observed the unmarked copies of the notices and agendas for previously held meetings. No exceptions were noted.

### *Comprehensive Budget*

8. For all grants exceeding five thousand dollars (\$5,000), we determined that each applicable federal, state, or local grantor agency/agencies was provided with a comprehensive budget of those grants that included the purpose and duration, and for state grants included specific goals and objectives and measures of performance.

The local grantor, the City of Kenner, does not require annual budget reporting of the Kenner Convention and Visitors Bureau, Inc. No exceptions were noted.

### *Prior Comments and Recommendations*

9. We reviewed any prior-year suggestions, recommendations, and/or comments to determine the extent to which such matters have been resolved.

No prior year recommendations were reported. Therefore, this procedure does not apply.

We were not engaged to, and did not perform an examination, the objective of which would be the expression of an opinion on management's assertions. Accordingly, we do not express such an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely for the use of management of Kenner Convention and Visitors Bureau, Inc., the Legislative Auditor (State of Louisiana), and the applicable state grantor agency/agencies and should not be used by those who have not agreed to the procedures and taken responsibility for the sufficiency of the procedures for their purposes. Under Louisiana Revised Statute 24:513, this report is distributed by the Legislative Auditor as a public document.

*Reboue & Company*

June 19, 2008



**Budget**

For each federal, state, and local grant we have filed with the appropriate grantor agency a comprehensive budget for those grants that included the purpose and duration, and for state grants included specific goals and objectives and measures of performance

N/A City of Kenner does require

Yes [ ] No [ ]

**Prior Year Comments**

We have resolved all prior-year recommendations and/or comments.

N/A No prior year comments

Yes [ ] No [ ]

We have disclosed to you all known noncompliance of the foregoing laws and regulations, as well as any contradictions to the foregoing representations. We have made available to you documentation relating to the federal, state, and local grants, to include the applicable laws and regulations.

We have provided you with any communications from regulatory agencies or other sources concerning any possible noncompliance with the foregoing laws and regulations, including any communications received between the end of the period under examination and the issuance of this report. We will also disclose to you, the Legislative Auditor, and the applicable state grantor agency/agencies any known noncompliance which may occur up to the date of your report.

\_\_\_\_\_  
Secretary \_\_\_\_\_ Date

\_\_\_\_\_  
Treasurer \_\_\_\_\_ Date

Anthony J. St. John / CEO \_\_\_\_\_  
President 6/26/2008 Date